

LoTi Demonstration Instructions

- *For demonstrating the online questionnaire*
- *For personal use before or after the Official Data Collection Survey Period for the District (Be sure to also complete the questionnaire online during the official period.)*

If you wish to go through the process of taking the LoTi Online Survey to demonstrate its use to others or to use the survey personally prior to or after the District Data Collection Period, you must create a "test" userID with the following information (substituting your first name for "yourname" as indicated below:

UserID: test_yourname

Password: test

Email address: yourname@test.com

These records are deleted from the LoTi database each night and will not be included in the aggregate data analysis.

Using the LoTi Instructions PDF available on the LMSD Technology web page -- http://www.lmsd.org/district_info/technology/ -- follow Steps 3 through 7 as a new user with the information above. If you demonstrate the LoTi Survey more than once in a given day, you will need to vary the UserID and Email Address with a variation of "yourname" since the information will remain in the database until it is removed over night.